

File Management and Micfac Server Access

Instructions for Microscope Facility Users

All Microscope
Facility Users:

- 1) **Save your files on the local hard drive.**
During your session at the microscope workstation, you can temporarily save your files to the microscope workstation hard drive (local temp storage). These files are not accessible through the network and risk being deleted by the next user.
- 2) **Move your files to the network.**
To have network access to your data, you must move your files into the "Temporary Storage" or "Temporary Storage 2" folders on the Microscope Facility Server.

If your lab doesn't have a folder on the Microscope Facility Server, create one with your PI's last name.
- 3) **Access your files from the network.**
To access the Microscope Facility Server from your campus pc or remote pc, follow the procedures below for your affiliation.
- 4) **Archive your data.**
To free up space on the server, we reserve the option to delete files older than 3 months. You should archive your data as soon as you can.

AFFILIATION	PROCEDURE
JHU School of Medicine	
From a campus pc:	Initial Setup: Create a desktop shortcut on your campus pc (see next page). To logon: Click (or double-click) the desktop shortcut. Type the username and password and click OK.
From a remote pc:	Initial Setup: Download and install JHSecure and create a desktop shortcut on your remote pc (see next page). Reboot your pc before your first logon. To logon: Connect to JHSecure and click (or double-click) the desktop shortcut. Type the username and password and click OK.
Facility users with JHED ID (outside the School of Medicine network)	
From a campus pc or remote pc:	Initial Setup: Download and install JHSecure and create a desktop shortcut (see next page). Reboot your pc before your first logon. To logon: Connect to JHSecure and click (or double-click) the desktop shortcut. Type the username and password and click OK.
Facility users with no JHED ID (i.e., UMBC)	
	Move or copy your files from Temporary Storage or Temporary Storage 2 onto an external hard drive. Some microscope workstations have CD/DVD burners.

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Q: **What is the username and password for logging onto the Microscope Facility Server?**

A: Please email microscopy@jhmi.edu for the username and password.

Q: **How do I create a shortcut to the Microscope Facility Server on my pc desktop?**

- A:
- 1) On your pc desktop, right-click and select **New > Shortcut**.
 - 2) At the Create Shortcut window, type **\\162.129.230.229\Temporary Storage** or **\\162.129.230.229\Temporary Storage 2** and click **Next**.
 - 3) Create a custom name for the shortcut (i.e., **MicfacTemp1** or **MicfacTemp2**) and click **Finish**.

Q: **How can I access the Microscope Facility Server without creating a desktop shortcut?**

- A:
- 1) Click **Start > Run**
 - 2) Type **\\162.129.230.229** and click **OK** (this will open Windows Explorer).
 - 3) Click (or double-click) on Temporary Storage or Temporary Storage 2.
 - 4) Type the username and password and click **OK**.

Another method is to create a network connection through Windows Explorer. Go to <http://www.hopkinsmedicine.org/micfac/RefMan.cfm> for these instructions.

Q: **How do I download, install and connect to the JHSecure VPN Service?**

- A:
- 1) Go to <http://www.it.jhu.edu/remotefacility.html> and click on the link JHSecure Virtual Private Network (VPN) Service.
 - 2) Logon with your JHED ID and password.
 - 3) Select the installation guide (*.pdf) for your operating system and affiliation.
 - 4) Follow the guide for installing VPN and connecting to JHSecure.
 - 5) Reboot your pc before initial logon.

Q: **When will my files be deleted from the microscope workstation hard drive and from the Microscope Facility Server?**

A: Any files left on the microscope workstation hard drive will be deleted **immediately**. Any files left on the Microscope Facility Server will be deleted after 3 months.